



# GUAM FIRE DEPARTMENT

DIPATTAMENTON GUAFI GUAHAN

*Professionalism \* Respect \* Integrity \* Dedication \* Empathy*



November 9, 2015

## MEMORANDUM

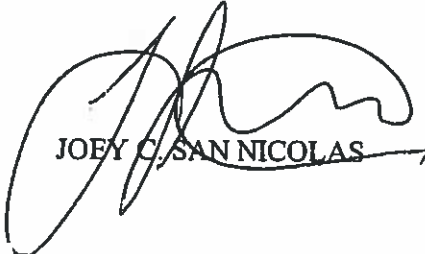
To: All Employees  
From: Fire Chief  
Subject: **NOTIFICATION OF DEATH-S.O.P. Form**

All,

From this day forward, it shall be the responsibility of the employee and their Officer(s) in Charge to properly fill-out form, to notify and make follow-up calls to each other and to ensure that proper information is sent up to headquarters for announcement/circulation of a GFD family member's death.

Please refer to the attachment with instructions on S.O.P. Form NOV 2015-001. This SOP form will also be made available on the GFD Website.

For you information and compliance.

  
JOEY C. SAN NICOLAS



**GUAM FIRE DEPARTMENT**  
**DIPATTAMENTON GUAFI GUAHAN**  
*Professionalism \* Respect \* Integrity \* Dedication \* Empathy*



**NOTIFICATION OF DEATH - S.O.P FORM**

Date: \_\_\_\_\_

**MEMORANDUM**

To: Fire Chief, Joey C. San Nicolas

From: \_\_\_\_\_  
(Name of Officer in Charge, Station No. and Platoon)

Subject: NOTIFICATION OF DEATH

**INSTRUCTIONS:** Please clearly fill-out numbers 1 through 7 below to complete this form.

1. Name of GFD employee(s) who lost a love one: \_\_\_\_\_  
 2. Contact No.(s): \_\_\_\_\_

3. OIC's, please specify the relationship to GFD employee(s): Check appropriate box:  Grand-father,  grand-mother,  father,  mother,  brother,  sister,  son,  daughter,  grandson,  granddaughter, and  other.  
*(Please indicate if there are more than one employee to be announced.)*

4. †Name of the departed: \_\_\_\_\_  
 5. †Date of Death: \_\_\_\_\_

6. OIC's, please provide accurate service information to be sent out on GFD memorandum for circulation announcement: *(Such as: The date, time and location of rosaries, masses, funeral and burial)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Or, check this box →  if the employee DOES NOT wish to have any information announced or circulated.

It is the responsibility of the employee and their Officer(s) in charge to notify and make follow-ups calls to each other to ensure that proper information is sent up to headquarters for announcement and circulation of death.

\_\_\_\_\_  
 Signature of Officer in Charge

\_\_\_\_\_  
 Signature of Employee providing information

\_\_\_\_\_  
 Acknowledged by: Signature of Commander

\_\_\_\_\_  
 Acknowledged by: Signature of Bureau Chief